

Friday, February 25, 2010

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**Dear Career Specialist:**

The Career Development Conference (CDC) is fast approaching! The conference will once again be held in Billings at the Billings Hotel and Convention Center on Tuesday and Wednesday, May 3 & 4. Enclosed are materials that relate to the Registration, Chairman's Recognition information, Competitive Events Preparation, Volunteer form, and other helpful hints to make your conference experience a pleasant one!

*The cost for each participant will be **\$10** and this will include registration and meals. Please make your payments in advance, or bring a PO or check for payment on the day you register. You will be charged for all attendees who are registered for the conference. If you have not notified us of cancellations prior to your arrival, you will be charged for the entire amount on the registration form the day of the conference.*

Please make your hotel reservations as early as possible. The management at the Billings Hotel & Convention Center is offering us the reduced rate of **\$74.00 + tax**, per night and this includes a continental breakfast. ***This reduced rate will only be available until April 19<sup>th</sup>.*** When you do make your hotel arrangements, please state that you are with the JMG Career Development Conference, and request that your rooms be grouped together. The Billings Hotel phone number is **406-248-7151**.

We would also like any photographs of your students for use in the slide show. (*Please no more than 7 pictures, in jpeg format*). The deadline for submitting pictures for the slide show and/or pictures and articles for the newsletter is ***Tuesday, April 19<sup>th</sup>***.

Review the CDC information with your students regarding the dress codes, policies and procedures, code of conduct, workshops, competitive events, etc. Get the students prepared for their events by entering preliminary competitions within your schools or have them rehearse in front of their peers. ***We would like all students attending the conference to participate in at least one competitive event.***

The deadline for registration and off-site competitive events is **Friday, April 1<sup>st</sup>**. Please make a copy of the CDC deadlines document and place it on your bulletin board in your classroom. Keep these CDC documents in a *safe place* for future reference. I will be sending out more information pertaining to the workshops and agenda items as it becomes available.

Please direct all Competitive Event inquiries to Jenny Veltri at **406-444-1713** / [jveltri@mt.gov](mailto:jveltri@mt.gov) . Please direct all Workshop or Coordinated Chaos questions to Lucille Thomason at **406-444-2534** / [lthomason@mt.gov](mailto:lthomason@mt.gov) . If you have any questions or comments regarding the other CDC materials please call or email me at **406-444-3354** / [jlambert@mt.gov](mailto:jlambert@mt.gov).

*Jim Lambert*

